



Career Toolbox Overview

What is the Career Toolbox?

The *Career Toolbox* is a page on the TSA Intranet that contains career planning information and links to all of the career planning and development tools and services that TSA has developed for employee use. Some of the tools are located in the Online learning Center (OLC) and some links are to external sites. The toolbox is intended to be employees' first stop when they are looking for career development information.

How do I get to the Career Toolbox?

The Career Toolbox icon appears in several places. From the TSA Intranet, click on "employee services" at the top of the page then click on Career Toolbox. From outside of TSA, go to www.TSA.gov. Click on "employment" then click on "for employees." The Career Toolbox link is on the "for employees" page. You can also access the Career Toolbox from the Online Learning Center's Front and Splash pages.

What information is currently in the Career Toolbox?

- **TSA Career Path Information** Descriptions of many airport occupations including job duties, competencies and developmental activities associated with each position. Additional occupations will be added this year.
- **TSA Career Planning Guide and links to the OLC Career Planning in TSA Course** These self-help tools explain the six steps in the TSA Career Planning Process with tips on how to complete each step. These tools can be used individually or in conjunction with a formal career development program in your work unit.
- **TSA Career Plan Form** A form for recording individual goals, developmental objectives and activities for the coming year. The form can be used in conjunction with career discussions with a supervisor. It can also be used individually to track progress on meeting career objectives.
- **TSA Career Coaching Service** Information on how to request no cost career coaching by phone and a link to the TSA Career Coaching website, www.TSACareerCoaching.com. This site contains career interest inventories, handouts and links to job search and career planning sites.
- **Sentinel Career Development Corner Articles** An archive of recent Sentinel Career Development Corner articles.
- **Career Toolbox Mailbox** Questions about material found in the Career Toolbox or suggestions for additional features can be sent to TSACareerToolbox@dhs.gov